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ABSTRACT

Papers on the collection and processing of official or government documents which were presented at the 1982 International Federation of Library Associations (IFLA) conference include: (1) "The Definition of Official Publications" by E. Johansson (United Kingdom), which provides a proposed definition and a 1979 IFLA discussion paper on official publications; (2) "CODOC: A Canadian System for Processing Government Publications," a description by Virginia Gillham (Canada) of a simple computer-based system--originally called the Guelph Document System--which permits nonprofessional library staff to create bibliographic records for individual government publications; (3) "Study of the Availability and Use of Official Publications in Libraries," a report by J. J. Cherns and E. Johansson (United Kingdom) on the interim results of a questionnaire survey of 593 libraries in 72 countries, covering the acquisition, availability, and use of official publications within libraries; (4) "Libyan Official Publications," a description by Abubaker M. El-Hush (Libya) of the type, number, source, and subject coverage of Libyan government documents; and (5) "Bringing U.S. Government Publications into the Mainstream of Library Cataloging Systems," a discussion by Bernadine E. Abbott Hoduski (United States) of problems in both Library of Congress (LC) and Superintendent of Documents (SuDoc) cataloging of government publications, and the recent cooperation between libraries, bibliographic utilities, and government agencies in the cataloging of government documents. (ESR)

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INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS

Official Publication Section

Collections and Services Division

Papers

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1982

IFLA

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48e conférence générale de l'IFLA – Montréal
22-28 août 1982
Fédération internationale des associations
de bibliothécaires et des bibliothèques

networks
48th IFLA General Conference – Montréal
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IFLA GENERAL CONFERENCE, MONTREAL 1982

Division: Collection and Services

Section: OFFICIAL PUBLICATION

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THE DEFINITION OF OFFICIAL PUBLICATIONS

by

E. JOHANSSON , British Library, London, U.K.

IR050191

Meeting

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IFLA Official Publications Section

48th General Conference Meeting, Montreal, August 1982

The definition of official publications

1. At the 1979 IFLA meeting in Copenhagen, a discussion paper on the question of the definition of official publications was received. It proposed the elaboration of a definition that would be of practical use internationally. In fuller discussion at the General Council meeting in Leipzig in 1981, an open meeting of the Official Publications Section agreed that a definition of practical use could be agreed, and that a new text, amended in the light of the discussions at Leipzig, should be drafted, circulated to Section members for comment during 1982, and presented to the section for final agreement at Montreal.

2. The revised text is here presented. A separate paper summarising the comments of Section members will be circulated at the Montreal meetings, to allow time for as many comments as possible to be incorporated.

3. The proposed definition is to be considered as a set of possible practical guidelines for use in

   - international exchange
   - determining the layout of bibliographies
   - the application of cataloguing rules
   - the disposition of library stock
   - the Section's own definition of its scope.

4. If agreement can be reached on the proposed text, or on final amendments, it is suggested that either

   (a) it be then circulated to other IFLA Divisions and Sections, the UAP and UBC Office, the Programme Management Committee, and the Co-ordinator of Professional Activities, with an invitation to comment, for further discussion in 1983

   or

   (b) a "green paper" or discussion document for publication and wider circulation be prepared.

   The Section is asked to discuss these options.

5. The 1979 discussion paper, which includes an appendix of examples of actual definitions, is appended.

Proposed definition of official publications

1. An official publication is any document, printed or produced by any other reprographic method in multiple copies, issued by an organisation which may be considered to be an official body, and available without stated restriction to a public wider than that organisation.

2. An official body is

   (i) any legislature of a nation-state, or federation of states, or of a province or regional or local sub-division which has its own means of raising funds or is the recipient of funds from the superior organ;

   (ii) any executive agency of the central government of such a nation-state, federation, state, province or regional or local sub-division; or any court or judicial organ;

   (iii) any other organisation which can be considered to be official, or governmental in type, in the sense that it was set up by such a legaislature or an executive agency of central government and maintains continuing links with that body, whether through direct funding, or through its reporting mechanism or its accountability;

   (iv) any international association of whom the members are national, federal, state, provincial, or regional governments or official organisations as defined above of such governments,

   provided that the body is considered to be official in the country concerned.

3. An official publication is defined by the status of the issuing source, regardless of subject-matter or content.

4. The terms "official publication" and "government publication" shall be taken to be synonymous.

Notes

(i) The following bodies

- universities
- learned societies and academies
- industrial and trade associations and chambers of commerce

- libraries, museums and art galleries
- independent research institutes not direct recipients of public funds

will normally not be included as official bodies, unless there is particular reason in the case of a particular country to do so.

(ii) Political parties will not normally be considered as official publications unless in the practice or the constitution of a particular country there is reason to do so.

(iii) Nationalised industries, public corporations and other statutory bodies set up to carry out industrial or other productive activity will normally be considered as official bodies. However, state majority ownership of capital and heavy direct subsidy in enterprises that are otherwise nominally independent do not cause those enterprises to be considered as offical bodies.

(iv) Publications originating in official bodies but published by or with the co-operation of commercial firms, universities or independent research institutes, or any other non-official bodies will normally be considered to be official publications.

February 1982

IFLA Official Publications Section

IFLA
OFFICIAL PUBLICATIONS SECTION
Copenhagen, August 28 1979

The definition of official publications

The object of this paper is to take a first step towards defining more clearly the concerns of this Section. It is also to elucidate a very fascinating question and one which I suspect we are all often asked : what is an official publication ? There are very practical reasons for wanting an answer. Two exchange partners may be found to be offering very different things to each other; national bibliographies of official publications may include very different things; and it is important to be certain exactly what is meant by an official publication when dealing with questions of copyright protection. I believe that the members of this Section will find ourselves very much in agreement on this issue: yet it is well-known that there is no generally accepted definition. That given in the Unesco international convention on exchange is not precise and immediately raises a host of questions. Definitions differ as between countries and as between different libraries within a country, or as between the definition used in the legislation of a particular country and the more pragmatic understanding embodied in the practice of its libraries.

The Appendices A and B offer evidence of these variations. Appendix A gives extracts from a report on legal definitions prepared for this paper by the Congressional Research Service of the Library of Congress : their help is most gratefully acknowledged. Appendix B gives those definitions which it has been possible to cull from the library literature.

What then precisely are those publications with whose study and understanding this Section is concerned ?

This paper is a discussion paper, and a preliminary discussion paper at that. It offers no solutions, but consists of a list of the questions involved in arriving at a definition. Answers may be found to some of them. This initial discussion will be followed up by circulating the full report of the Library of Congress, and we suggest by further discussion next year.

One decision has however been taken in the organisation of this paper: I have avoided the enumerative approach to a definition, and preferred instead a theoretical one, as offering a better chance of agreement.

1. What is the definition of "official" ?

1.1. There would be general agreement that we are speaking of materials originating in government agencies of different kinds as a natural part of their legislative, regulatory, judicial, executive and other official functions. The Unesco international convention on the exchange of publications embodies the well-known phrase of Jean Meyriat : "publiés sur ordre et aux frais des pouvoirs publics".

Yet where does government end and the rest of the national community begin ? In "the country I know best" (to use the term favoured by the European Communities) there has been a progressive blurring of the distinction between what are called the public and private sectors. Bodies are set up by government to perform certain tasks which are clearly not part of the essential functions of governing a country, but for which public funds and some degree of public accountability are needed. They may subsequently enjoy a good deal of autonomy in the discharge of their functions, and a good deal of public trust. Examples in the UK are the British Broadcasting Corporation, whose relations with government are very subtle, many advisory bodies, the research councils and the industrial training boards and the regional development councils or the regional hospital authorities. The popular name for them in the United Kingdom is "quangos" - quasi-non-governmental organisations. To distinguish between these and what is called central government (those agencies that are directly funded by Parliament) is difficult, and there are no accepted classifications. Are we therefore to include as "official" all those bodies which have some connection with government through the way in which they were set up, the fact that they are administering public funds, or their kind of accountability ?

1.2. Is it possible to reconcile the differences between countries in what their governments take responsibility for ? For instance, over much of the world state-owned publishing houses do much of the learned or literary publishing which in the Western countries is done entirely by commercial publishers or learned institutions: management of industry may be much more direct in some countries than in others. Can a novel or a volume of poetry be an official publication if it is produced by a state publishing house in country A when it would have been a commercial publication in country B ?

1.3. Governments throughout the world have extended their competence into all subject areas, for instance into the funding and maintenance of universities, the supervision of art galleries or the investigation of the culture of ethnic minorities, and into the pure and applied sciences. I have in my own library heard the point of view expressed that the publications that result cannot be considered as official. Moreover, as a natural by - product of their functions, government bodies may publish materials which are not intimately connected with those functions: a procurement agency may issue a training manual for electricians which is much like any other training manual for electricians: a ministry of health may issue a book of recipes. Again, I have heard the point of view expressed that these are not official publications, although other publications of the same authorities may be.

It should be pointed out that to a certain extent our view of what is the business of government is historically conditioned. 150 years ago, the countries of Western Europe would not have regarded the central management of economic growth as part of it; sixty years ago, they would not have regarded race relations as a part of government's business; yet now both functions are firmly entrenched in the central administrative structures. Our views are also partly determined by the country in which we live.

Can we therefore ignore the subject - matter of publications in deciding what is official and what is not, and take the provenance of publications as our sole criterion ?

1.4. Are we concerned with government in the smaller administrative divisions, or only that at national level or the level immediately below ? In many countries there is no simple hierarchical relationship between the two : can the smaller divisions therefore be taken as an integral part of the nation's machinery of government ?

2. What is the definition of a publication ?

2.1. There exists a wide range of methods of availability between full "for-sale" publication and restriction within an orginating authority. Documents which are expected to be of limited general interest may achieve circulation outside the body that produced them to a mailing-list of interested individuals or institutions: scientific reports are sometimes a good example of this. They may be issued with a clear intention that they should not go beyond a certain distribution: this is the case with some consultative documents, and the European Communities produce a good deal of material that falls into this category. Changes in reprographic technology have made this kind of circulation much more common. Does it in fact constitute publication ? Free brochures may be put into the mail-boxes of all house-holders in the country. Documents such as the electricians' training manual may be issued for internal use, and yet there may be no valid reason to restrict them and no stated restriction upon them. Any materials of this kind may be very difficult for libraries to acquire: who among us has not at some time been refused an item of one of these types on the ground that it is "not a publication" ? Where along the spectrum are we to draw the line between "published" and "not published" ?

2.2. There are countries which include within the definition of "publication" those documents which are made available, not by being circulated to a public outside the originating department more or less at the time when they were produced, but by being made available for inspection in national archives or in government agencies under some form of freedom of information legislation. I myself have encountered cases of confusion between the meaning-of "published" in the former sense, and "published" in the latter sense, and I personally prefer the term "opened" for these latter cases. If we are to achieve a precise definition we must take account of this problem also.

3. Are we to include in official publications those reports or studies which are commissioned by government authorities from other organisations ? They are in the majority of cases issued by the government authority, but the intellectual content is the responsibility of the other organisation.

4. May we include as "official" publications sponsored by government authorities but published by or jointly with commercial publishing houses ? In the Federal German Republic, for instance, it is difficult to distinguish between publications produced by government agencies themselves, and those published through commercial publishing - houses, such as the Deutscher Bundes-verlag GmbH, which are unquestionably private companies.

5. Is it our object to produce a definition that would be universally applicable ? Any definition of official publications for one country must be informed by an understanding of the constitution and political arrangements of that country. But countries differ, and therefore at the very least interpretations of a general definitio will be likely to differ. Is this in fact to be regretted, or should a pragmatic approach that takes account of differences be the objective ?

6. The following definition is offered as a basis for discussion :

An official publication is any document, printed or produced by any other reprographic method, issued by an organisation of one of the following types and available without stated restriction to a public wider than that organisation :

(i) any legislature of a nation-state, or federation of states, or of a province or regional sub-division which has its own means of raising funds or is the recipient of funds from the superior organ;

(ii) any executive agency of the central government of such a nation-state, federation, state, province or regional sub-division; or any court or judicial organ;

(iii) any other organisation which can be considered to be official, or governmental in type, in the sense that it was set up by such a legislature or an executive agency of central government and maintains continuing links with that body, whether through direct funding, or through its reporting mechanism or its accountability;

(iv) any international association of whom the members are national, federal, state, provincial, or regional governments or official organisations as defined above of such governments.

Eve Johansson
July 1979

Legal definitions of official publications

AUSTRALIA

'All documents emanating from departments established under the Public Service Act which are intended for use other than within the Departments issuing the documents, excluding (a) forms and (b) documents having a security restriction placed on them'.

(Treasury Instructions establishing the Australian Government Publishing Service, 1969)

CANADA

'... made available to a limited audience such as public servants, consultants and academics, or to a wider audience such as libraries and the general public'.

(CANADA, Parliament, Standing Joint Committee on Regulations and other Statutory Instruments, Issue no.1, 11 May 1976).

EUROPEAN COMMUNITIES

'Tout écrit multiplié dont l'édition comporte une depense budgétaire et destiné essentiellement a l'extérieur'.

(PUB (77) 352, rev.1, paras. 3-4, annex 2. 1977)

FRANCE

'In principle publications may qualify as official if they come from an administrative body or public service body with public accountability - and if they contain the name of that organisation either in the title or the sub-title or on the cover with the indication that it is the main author or bears the main responsibility for the publication'.

(FRANCE, Ministere de l'Eduction Nationale. Inventaire generale des publications officielles. Premiere serie : Institutions centrales de l'état, tome 1 : publications administratives et techniques, 1937-1938. Paris, Libraries Berger-Levrault, 1940).

GREAT BRITAIN

'... (1) Bills and Acts of Parliament, Statutory Rules and Orders and Statutory Instruments,
(2) Other Parliamentary papers, including Reports of Select Committees of both Houses and Papers laid before Parliament by Statute and by Command,
(3) The Official Report of the House of Lords and House of Commons Debates (Hansard),

(4) Non-Parliamentary publications, comprising all papers of Government Departments not contained in the first three classes,
(5) Charts and Ordnance Maps.

(Treasury Circular, January 9 1958, as amended by Treasury Circular March 1 1965)

JAPAN

[Under Article 24 of the National Diet Library Law, the term 'government publication' is defined as any publication falling under one of the following categories printed by or for an agency of the government :

(1) books (2) pamphlets (3) publications in series (4) musical notes (5) maps (6) works produced by motion picture techniques (7) phonographic records and works produced by machines designated to produce sound mechanically, and (8) in addition to those mentioned in the preceding categories, works reproduced as documents or charts by printing techniques and other mechanical or chemical processes.

Government agencies include :

(1) in the legislative branch, the House of Representatives, House of Councillors, Judge Impeachment Court, Judge Indictment Committee, National Diet Library

(2) in the executive branch, the Cabinet and agencies falling under articles 3,8 and 9 and table 1 of the Government Organisation Law, Board of Audit, etc.

(3) in the judicial branch, the Supreme Court, High Court, District Court, Family Court, Summary Court, Prosecutor's Office, Inquest of Prosecution, etc.

In addition, a government-regulated agency such as a public corporation or enterprise whose budget is submitted to the Diet for the latter's approval is considered a government agency].

(Transl. from the National Diet Library Law, July 16 1957)

MAURITANIA

... writings with an official nature ... include among others the official gazettes, yearbooks, bulletins, circulars, decisions, maps, executive orders, decrees, laws, documentation brochures, plans, engravings, reports, studies and information reviews ... any type of writings ... which are reproduced by printing or by any other mechanical or chemical means and which are published and made available for sale or distribution by public agencies, public and semi-public enterprises and services, by the courts and hurisdictions, and by the legislative bodies of the state and the public collective bodies'.

(Transl. from Journal Officiel de la Republique Islamique de la Mauritanie, vol.xi, no.246, January 15 1969).

UNESCO

'For the purpose of the present Convention, the following are considered official publications and government documents when they are executed by the order and at the expense of any national government authority : parliamentary documents, reports and journals and other legislative papers; administrative publications and reports from central, federal and regional governmental bodies; national bibliographies, State handbooks, bodies of law, decisions of the Courts of Justice; and other publications as may be agreed. However .. the contracting States shall be free to determine the official publications and government documents which shall constitute exchange material'.

(UNESCO. Convention concerning the exchange of official publications and government documents between states, Adopted by the General Conference at its tenth session, Paris, 3 December 1958).

USA

'... informational matter which is published as an individual document at government expense or as required by law'.

(US Code, title 44, section 1901)

'... issued by the state, the legislature, constitutional officers, or any department, commission or other agency thereof or prepared for the state by private individual or organisation and issued in print, and "print" is defined to include all forms of duplicating other than by the use of carbon paper'.

(CALIFORNIA, Library Distribution Act, 1965)

Library definitions of official publications

CANADA

'A government publication is created when a document prepared by or for an agency of government is reproduced and circulated to individuals and groups other than those advising or negotiating with the government concerning the subject-matter of the document'.

PROSS, Paul and PROSS, Catherine. Government publishing in the Canadian provinces, a prescriptive study. University of Toronto Press, 1972

'A government publication is a document produced in any form and issued under the authority of a government or one of its agencies. The term government will include government at any level - municipal, regional, provincial, state, territorial, national, as well as international intergovernmental organisations'.

NATIONAL LIBRARY OF CANADA. Response to a questionnaire for its report Collections of official publications in Canada (Research collections in Canadian Libraries) 1976

'Any paper, map, pamphlet or book, manuscript or printed, originating in, or printed with the imprint, of, or at the expense, or by the authority of any office of a legally organised government'.

BISHOP, Olga. Publications of the governments of Nova Scotia, Prince Edward Island and New Brunswick, 1758-1952. National Library of Canada, 1957

FRANCE

'As a matter of principle, publications which bear, either at the head of the title-page the name of a public body as chief author, or which bear under the title, in the body of the text or on the cover, a mention establishing that the responsibility for its publishing is accepted by some public body: such publications are termed official publications of a public body or of a body of a general nature subject to the control of a public body. Graphic editions which may bear a clear indication that a public body is responsible for their creation should also be considered official'.

Transl. from DAMPIERRE, Jacques de. Les publications officielles des pouvoirs publics. Paris, Picard & fils, 1942

GERMAN DEMOCRATIC REPUBLIC

'Official publications are those from government bodies, regional government bodies, municipal administrations and from corporations and corporate bodies, institutions and foundations concerned with public law; "semi-official" publications are those affected by any of the abovenamed institutions. Official Publications either have an administrative aim (publishing or expounding laws, regulations and so on) or the aim of disseminating information (for instance by publishing statistics). We must also accept as semi-official publications of institutions which are

not administrative bodies but which are supported mainly by public funds, and publications by corporate bodies concerned with public law which are registered as societies. In official publications are reflected the will and the activities of the state ... '

KUNZE, Horst et al. (Translated from) Lexikon des Bibliothekswesens. Leipzig, Verlag für Buch-und Bibliothekswesen, 1969

USA

'... any publications in book or non-book or non-book form bearing a government imprint, e.g. the publication of federal, state, local and foreign governments and of world organisations such as the United Nations, European Common Market, etc'.

AMERICAN LIBRARY ASSOCIATION: ALA Library Statisties. A handbook of concepts, definitions and terminology Chicago, 1966

A government publication is a publication: (1) bearing the imprint of the Government Printing Office for the use of a government agency; (2) or a publication bearing the name, imprint or seal of a government agency and recognized and used by such an agency in its operations or distributed officially in the course of government business; the aforementioned criteria shall apply regardless of whether it was printed at the Government Printing Office or whether the cost of the printing was charged to government or private funds; (3) or a publication which is issued by a commercial establishment, organization, journal or individual and of which an edition or reprint is obtained by a government unit, provided the reprint or official edition bears the printed name, imprint, or seal of the agency concerned; it shall not include reprints which are purchased by the government, but which do not contain the printed name, imprint, or seal of the agency distributing it; the fact that a government officer or employee is the author of the article shall not operate to make the article a government publication.

SCHMECKEBIER, L.F. Some problems of government publication (in) AMERICAN LIBRARY ASSOCIATION Committee on Public Documents, Public Documents, Chicago, 1939

'Any publication printed at government expense or published by authority of Congress or any Government publishing office, or of which an edition has been bought by Congress or any government office for division among members of Congress or distribution to government officials or the public, shall be considered a public doucment'.

Checklist of US Public Documents, 1789-1909 (3rd. ed.) USGPO, 1911

USSR

'... the publications of central Soviet bodies, proceedings of the meetings of the supreme legislative body of the Soviet Union, the Supreme Council [Soviet] of the USSR, sets of legislative and diplomatic papers, codes, statistical handbooks and similar materials and state approved

standards ...'

KANEVSKII, B.P. "On acquisition of official publications and their use in the State Lenin Library of the USSR" A paper presented to the Committee on the Exchange of Official Publications of the IFLA, Moscow, September 1970. (Quoted in Encyclopaedia of Library and Information Science, vol.10, New York, Marcel Dekker, 1972)

'Official publications is a term used for works published in the name of institutions or public-legal corporations with the aim of regulating the life of the state, and informing or acting on public opinion .. The publications of intergovernmental organisations form a special class .. As well as publications whose official nature is obvious, there exist the so-called "semi-official" publications. These are firstly publications from autonomous-judiciary organisations which receive material and every other sort of support from the government or its organisations, secondly, publications for which the government does not bear formal responsibility, although it has played some part in their creation'.

KRICHEVSKII, G.G. (Transl. from) Bibliography of the official publications of overseas countries (Trudi Biblioteki AN USSR, 1955)

UNESCO

'... the whole range of documents, books, periodicals and other works published by order and at the expense of the public authorities'.

MEYRIAT, Jean. (Translated from) L'étude des bibliographies courantes des publications officielles nationales (Unesco, 1958)

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IFLA GENERAL CONFERENCE MONTREAL 1982
Division Collection and Services
Section: OFFICIAL PUBLICATIONS

77/OP/1-E
149- CS

CODOC: A Canadian System for Processing Government Publications

by

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Heading
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"CODOC" is the term applied in recent years to describe the co-operative use, in Ontario, Canada, of the Guelph Document System. The term is now also widely employed as an alternate name for the original system. The Guelph Document System is a simple, computer-based system created in 1965 to fill the need for an inexpensive but effective way to process government publications and create one, comprehensive access tool to any document collection, regardless of the diversity of its contents.

There are no other Canadian systems devised specifically to handle government documents, although there are several variations of the Guelph system in use in Canada which will be described. Beyond those, there are several time-honoured methods for handling government publications which are as prevalent in other countries as they are in Canada. These are not so much government document systems as they are procedures to compensate for the fact that a government document system is not in use.

Of the latter, there seem to be three:

Everyone can cite at least one example of a library whose documents are stored in boxes in the basement! Ease of access is not a notable feature of this method of handling, nor is it likely to ameliorate resistance to documents among either library users or library staff.

Another common practice is to shelve the documents separately from commercially published materials, to arrange them by issuing body but not to list them, and to depend upon national bibliographies as access tools. This method is certainly better than the "boxes-in-the-basement" approach, but it has several drawbacks.

The quality of the various access tools will vary greatly, as will the speed of the listing of a title after publication, and the promptness with which the list is available to the library. A large number of separate access tools will be necessary for use with a typical research collection which originates from a diversity of sources over many years, and there will be no single, comprehensive approach, especially by subject, to the entire collection. While this method offers a measure of access, and while some individual bibliographies such as those produced by the U.S.G.P.O. give quite good access to the segment of the collection to which they address themselves, researchers who wish to approach the entire collection by subject will become discouraged quickly.

Finally, some libraries attempt to catalogue their government publications and integrate them on the shelves with their commercially published resources.

Because cataloguing is an expensive process, this is usually done selectively. Someone, probably a professional librarian, must therefore spend time deciding which publications should or should not be catalogued. While there are undoubtedly guidelines involved, some of the choices will be unavoidably arbitrary and influenced by the interests and background of the person making the choice. A group of publications, inevitably including something that would have been useful to next week's patron, will be left unprocessed. Perhaps these will be relegated to the access-by-national bibliography category, or included in a pamphlet file (a labour-intensive tool) under some broad general subject heading, to be retrieved at the appropriate moment only by serendipity. In addition, the catalogued output of any corporate body will be dispersed throughout the collection and regrouped with other publications by subject, despite the fact that arrangement by corporate author is generally held to be more useful in government document collections.

What is needed is a system which will handle all documents regardless of source of issue, will do so with less expense than traditional cataloguing, and will result in one comprehensive, effective access tool to the entire collection. In addition, bibliographic records which can be easily integrated with traditionally catalogued records would be a decided advantage.

This problem was addressed at the University of Guelph in the mid 1960s, and as a result, the Guelph Document System was devised. The technical details of this system have been described at length in the literature. Relevant citations appear in the list of references supporting this paper.

In summary, it is a simple, computer-based system which permits non-professional library staff to create bibliographic records for individual government publications quickly, efficiently and inexpensively. The system can be used in either batch or on-line mode. Users may participate in a consortium or not as they choose. In-house products in individual libraries include a set of computer-produced catalogues permitting access by corporate author, personal author, title, series title, serial title and key-word/subject. Documents are arranged on the shelves first by country of origin, then by level of government, then by issuing department within government, and finally in chronological order with the most recent at the end.

A sample code or call number applied to a document by the CODOC system might be:

CA1 CO 22-69T23

wherein CA indicates that the document is Canadian, 1 specifies the first level or federal government, CO indicates the Department of Communications, 22 represents the Communications Research Centre within that department, 69 is the year of publication and T23 is a cutter number derived from the title, or, as in this case, reproducing the document's number within its own series.

Another example might be

US2ILU 40-72C59

representing a 1972 publication from the Cooperative Extension Department of the University of Illinois.

Coders, drawn from the ranks of the non-professional staff, create the code for a new document using established records as their authority, then record key elements of bibliographic data as shown in fig. 1. Information is input to disc or tape using one of the conventional batch methods, or in an on-line mode, and the result is a comprehensive catalogue encompassing whatever diversity of resources one may choose to enter into it, accessible using six different pieces of information including enriched key word.

There is a considerable amount of flexibility available to users of this system. Libraries with no on-site computer facilities can code manually or on-line using an outside service agency. Libraries with their own facilities can input in batch or on-line at home.

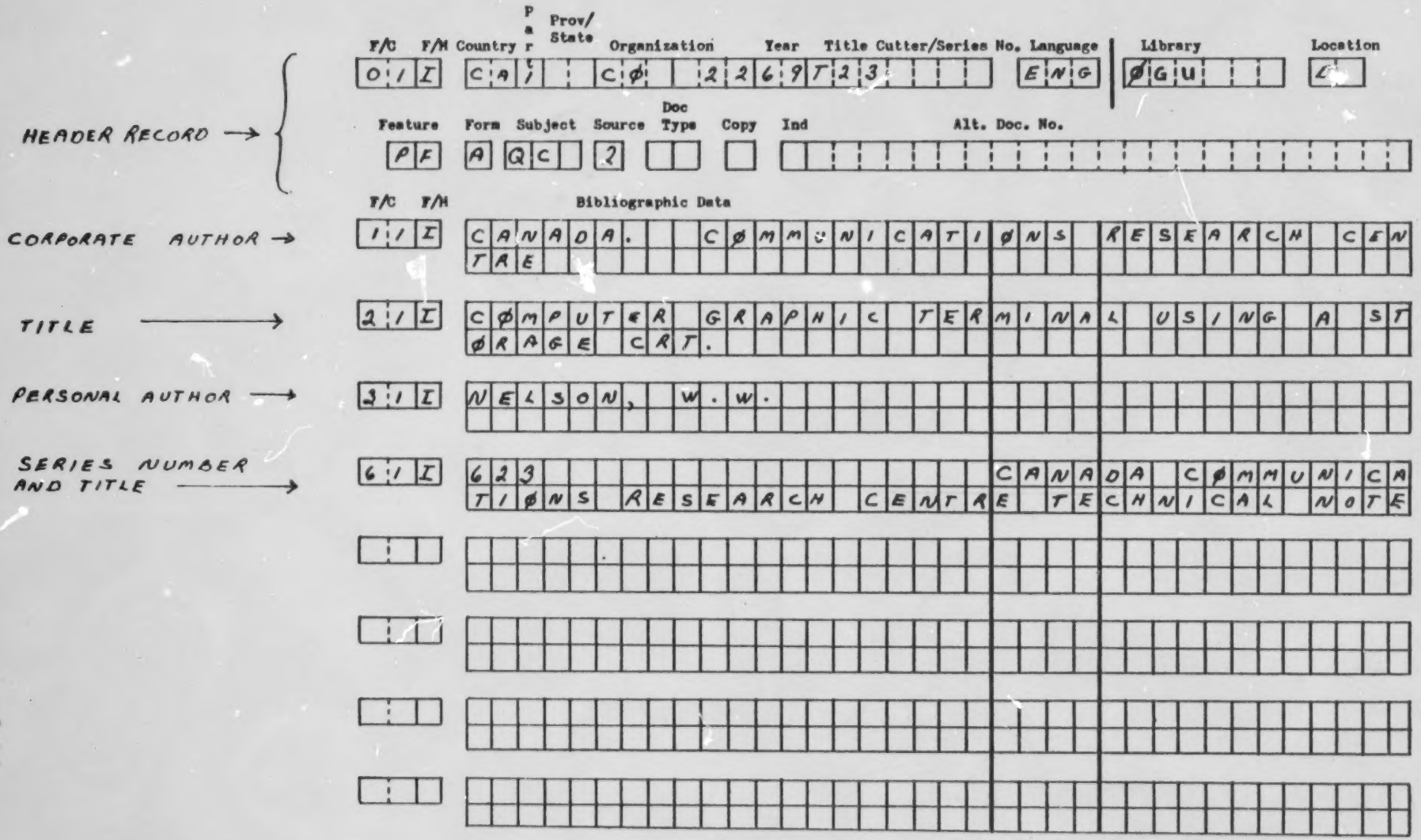
F/C
F/M
Country
Par
Prov/ State
Organization
Year
Title
Cutter/Series No.
Language
Library
Location
0 1 I
C A
i
C ø
2 2 6 9
T 2 3
E N G
ø G U
L
HEADER RECORD
Feature
Form
Subject
Source
Doc Type
Copy
Ind
Alt. Doc. No.
P F
A
Q C
2
F/C
F/M
Bibliographic Data
CORPORATE AUTHOR
1 1 I
C A N A D A . C ø M M U N I C A T I ø N S R E S E A R C H C E N T A E
TITLE
2 1 I
C ø M P U T E R G R A P H I C T E R M I N A L U S I N G A S T ø R A G E C R T .
PERSONAL AUTHOR
3 1 I
N E L S O N , W . W .
SERIES NUMBER AND TITLE
6 1 I
6 2 3
C A N A D A C ø M M U N I C A T I ø N S R E S E A R C H C E N T R E T E C H N I C A L N ø T E

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Fig. 1

The resulting catalogue records can be produced on paper, in microform, or on-line, and in any of those formats they can be integrated with MARC or other catalogued records without conversion or augmentation of the CODOC records[1].

To gain full economic benefit from the system, it is recommended that an institution use it in its basic, intended form, with little or no augmentation except prescribed title enrichment. Libraries who wish to do so, however, may deviate from the standard approach within fairly wide parameters, subject only to the constraints of their own budgets. Most changes will slow the coding activity and thus increase the cost per document.[2]

Among current users of the system, in addition to the many who use the true, basic Guelph Document System, will be found libraries using staff up to and including professional librarians, libraries augmenting their records to match MARC format parameters, and libraries using Library of Congress subject headings for title enrichment.

One Ontario academic library has devised its own variation using similar, though modified codes, combined with Library of Congress descriptive cataloguing. These steps were taken to facilitate integration of document records with traditionally catalogued records, and to provide extra subject access; however, as has been shown,

both of these things can be accomplished using the basic version of the CODOC system.

As has been demonstrated in Ontario and elsewhere, the CODOC system is eminently adaptable for consortium use[3]. A rudimentary batch consortium, which continues to exist, was formed in Ontario in 1973. Members are libraries of the Ontario Council of University Libraries (OCUL), each of whom uses the Guelph Document System at home to create a catalogue of its in-house document collection. This is the group to which the name CODOC was originally applied. At two-month intervals, batch tapes of the holdings or updates of each member library are merged to form the CODOC union file. The resulting list is printed on COM 'fiche and is also mounted for on-line searching on CAN OLE, the on-line data base service of the National Research Council of Canada, and QL a private Canadian data base service.

In addition to the members of the CODOC consortium, many other libraries in Canada, and a few in the United States, as well as one U.S. Government installation in Saudi Arabia, are using the system in-house. Some of these libraries do not interact routinely with any other users, but many others do co-operate in small and medium sized groups. As a growing number of public libraries in

Ontario expresses an interest in the system, the possibility of a public library consortium including an unprecedented list of unique municipal documents looms large.

Finally, in keeping with more modern developments in library automation, the possibilities of on-line consortia have been recognized for some time. The older style "star" on-line network was discussed by the Ontario group at considerable length in the mid 1970's, but was ultimately discarded as being prohibitively and unnecessarily expensive, and representing an approach which even then was seen to be approaching obsolescence. Distributed networks wherein participants maintain their own records, on-line, at home, and call up the in-house files of other libraries via data-communication links, are obviously the systems for the eighties. Such an arrangement eliminates the need for excessive conformity among network members at the expense of local priorities. It also eliminates the spectacular extra costs involved in double-storing records at the centre of a star network, as well as at home.

Among the eleven members of the Ontario CODOC consortium, five are now employing the GEAC library system to process all of their in-house catalogue records - both those processed by Library of Congress cataloguing and those employing the CODOC system. The GEAC system

permits integration of the two in a library's in-house, on-line catalogue without artificial conversion or enhancement, and users have the ability to access one another's files. Furthermore, most users are involved in data link situations with other, non-OCUL libraries (most often neighbouring public libraries), many of whom are also using the Guelph/CODOC system to process their government publications.

As can be seen from the foregoing examples, the original, simple Guelph Document System, devised more than fifteen years ago, provides a very successful tool for processing government publications quickly, effectively and inexpensively. Its inherent flexibility has opened the door to the integration of government document and traditionally catalogued records, and to relatively inexpensive consortium interaction at a variety of levels of system sophistication.

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de bibliothécaires et des bibliothèques

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1982

IFLA GENERAL CONFERENCE, MONTREAL 1982

Division: Collection and Services

Section: OFFICIAL PUBLICATIONS

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STUDY OF THE AVAILABILITY AND USE OF OFFICIAL PUBLICATIONS IN LIBRARIES

Second Interim Report, July 1982

by

J.J. CHERNS and E. JOHANSSON

Official Publications Section

STUDY OF THE AVAILABILITY AND USE OF OFFICIAL PUBLICATIONS IN LIBRARIES

Second interim report, July 1982

1. A progress report was presented to the Official Publications Section at the IFLA meetings in Leipzig in August 1981. Since then distribution of the questionnaires has been completed, the contract with Unesco signed for the second stage of the project (collection of replies and analysis), and analysis of the results completed by microcomputer. The steering committee for the project would like to express its grateful thanks to the British Library for its co-operation in making available the necessary facilities.

   The data collection exercise was closed at 190 replies - less than the original objective, even after distribution to 60 "reserve" libraries, but satisfactory from the point of view of Unesco.

2. The report that is presented here gives the results of an interim analysis, made from 143 replies to test the computer programmes. It is not yet possible to present the final results because, although the process of data collection is complete, the mental process of digesting the results is not ! Publication of the final results will furthermore be the decision of Unesco. But the broad conclusions to be found here are representative, and, though the figures will change, they offer a reliable basis for discussion.

3. A short presentation of these results was made at the Unesco World Congress on UAP in May 1982.

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4. The researcher, Mr. Cherns, and the standing committee of the Official Publications Section very much welcome the opportunity to present the results so far for discussion and comment. There are many new questions that arise, some of which will be answered by the analysis now in hand, some of which can be fitted in before completion of the final report, some of which will perhaps suggest further studies or an extension of the research already done. It is hoped to report the discussion fully to Mr. Cherns, who unfortunately is not able to be present at IFLA, and we are confident that the discussion will be worthwhile.

Summary of results

A. ACQUISITION AND COLLECTION

1. Official publications collections appear to be growing :
   - 33% of respondents estimated that their collections were growing by more than 10% per year
   - though only 38% of libraries were able to attempt even an estimate in reply to this question.

2. 71% of respondents were attempting to collect either comprehensively or exhaustively (within the terms as defined by the questionnaire). The libraries most likely to do so were the state (87%) and national (93%) though parliamentary libraries (86%) came close, and public libraries (60%) scored surprisingly high.

3. 90% of respondents had a history of continuous collection, though 57% had significant gaps
   - 25% of these were caused by changes in acquisition policy or weeding
   - comments volunteered concerning the reasons for the occurrence of such gaps mentioned failure to maintain consistent policies

in the early years of a library's development (particularly in developing countries); financial constraints, particularly high prices; and administrative failures on the part of publishing authorities, such as rapid exhaustion of print runs and failure to comply with deposit laws or instructions.

4. The most common method of collection was by deposit:
   - 58% of respondents reported full deposit rights, by law or by administrative instruction or by custom and working agreement
   - the majority of these were national library institutions, parliamentary libraries and university and other academic libraries, though a significant number are in public libraries
   - deposit in most of the world means simply inclusion of government documents in the law of legal deposit, rather than special provision for public access to government documents.

The comments associated with this group of questions illustrated many basic difficulties, of which the worst was simple administrative deficiencies in the machinery of distribution, closely followed by lack of definition of the basic terms. (The latter point was borne out by the examples submitted by responding libraries, which have been examined as part of a separate exercise):

   - total effectiveness of legal deposit legislation was reported by only 5.6% of respondents
   - about 50% of libraries reported 80% effectiveness or better.

5. Donations supplement legal deposit to a significant extent, purchases for 68% of respondents. There was heavy reliance on unpublished lists and contacts in identifying new titles for purchase: 48% of libraries used them, in addition to published sources. Nevertheless the proportions of material received by gift or purchase, as opposed to deposit, were small.

6. The replies to Question 3. showed unmistakeably two characteristics of collection and its attainment:

- the collecting objectives for what may broadly be called the publications of the "fringe" bodies of government are, set a clear step below those for the publishing output of the clear and regular governmental departments and bodies;
- for both categories the collecting attainment falls substantially below the objectives, and is worse for "fringe" bodies than for others. Thus, 44% of libraries set out to collect all official publications of regular government bodies, but only 11% report success, while the corresponding figures for publications of "fringe" bodies are 31% and 6.2%. In all, the success rate for the former is that 34% collect 75% less or of their objective, while for the latter 48% fall that much short.

These figures underline the general difficulties of collecting official publications. They make it clear that official publications collections presented to users are likely on the whole to be, even within the limitations of collecting objectives, significantly imcomplete. The failure to attain collecting objectives must be examined in relation to methods of collecting.

7. Question 22 gave respondents an opportunity to sum up their acquisition problems with official publications, and these, if much as expected, are none the less acute and important for being familiar. Tracing publications issued - 60% of respondents - overshadows even the difficulty of identifying sources - 25%. This is one question on which libraries were free with supplementary comment. The difficulty of knowing what publications are issued is mainly due to the inadequacy and lateness of bibliographical records. There are, in fact, often no current bibliographical records available, and it may be a matter of months or years before they appear, rarely covering the complete field of official publishing, and

inadequately indexed.

8. Microforms are collected less than might perhaps be expected:
   - 44% of respondents did not use them at all
   - only 10 libraries, 6.9%, thought that they accounted for 5% of their stock or more.

B. AVAILABILITY

1. Deposit collections and others appear to be reasonably available to the citizen. 60% of respondent libraries are open to the general public, and 75% lend in one way or another.

2. Less than half of the respondent libraries have an official documents librarian, and 69% have no printed guide available.

3. 57% of responding libraries had 10% or less of their official publications on open access and available for browsing, most often because of lack of space (though a surprising 46% of replies adduced security considerations, most of them from the less developed countries).

4. Only 60% of libraries replied to the question about interlending - whether the remainder failed to do so because they are not part of any interlending arrangements, or for other reasons, is uncertain. The mechanism does appear to be generally effective: 23% of respondents said that requests were met on average within one week. The difficulties that might be taken to be peculiar to official publications (incomplete knowledge of interlending collections and difficulties in identifying items) loomed as large as the more general, technical complaints (handling and postal time).

5. There is no final answer to the debates between integration of official publications into a library's stock on the one hand and separate, specialist

treatment on the other. The replies to this section of the questionnaire emphasised the wide variety of treatment and the high degree of pragmatism that lies behind it :

- 44% of libraries have a completely integrated stock,. 22% a completely separate stock of official publications, and 31% a mixture
- about 55% of libraries, and possibly slightly more, include official publications comprehensively in their main catalogue and 43% do not have a separate catalogue for official publications at all. Only 8.3% do not put official publications in their main library catalogue at all
- perhaps the most important point revealed by this group of questions was that 46% of respondents took no special measures to explain their system of cataloguing to users
- 68% of libraries considered that the cataloguing and referencing system was adequate to the needs of their users.

6. Commercially-produced catalogues and indexes have become more common, but are still not to be found in many countries.

7. Comments on the questions revealed a variety of other systems, some of them spin-offs from computer-based cataloguing, some of them manual. Among the latter was the use of the catalogues put out by issuing sources annotated as finding-aids: 32% of libraries followed this practice, and this includes 20% of those libraries that give full coverage in their main catalogue.

C. USE

1. The questions about use were loosely framed expressly to allow responding libraries to reply with whatever information they had, rather than setting

a framework of precise questions which many might not be able to answer. In fact, 59% of respondents kept up records at all and even more keep no records of the type or purposes of users. Comments mentioned the amount of use by government officials. Statistics were the kind of material that respondents thought were most used. This may be an area for further follow-up at a future date.

D. LOCAL AND MUNICIPAL AUTHORITIES' PUBLICATIONS

1. 70% of respondents attempted to collect local authority publications. As with the publications of central government, tracing of new publications represented the most serious problem, even more than that of obtaining publications when traced.

E. PUBLICATIONS OF THE INTERGOVERNMENTAL ORGANISATIONS

1. This section of the questionnaire was designed to do no more than test the involvement of participating libraries in the field of intergovernmental publications. It is not directed specifically at libraries specialising in such collections, and the replies have only a broad significance. They do show, however, that the great majority of respondents do collect publications of intergovernmental agencies - only 7.6% return a negative reply - and that most collect from organisations based outside their own country. Given the degree of concentration of the publishing output of intergovernmental organisations the latter result is unremarkable. Only some 18% of respondents confine themselves to regional collections; 34% collect for subject coverage; but the majority - 53% - collect for coverage of specific organisations or groups - e.g. the United Nations "family". The general tendency is to integrate these collections with the library collection, though a substantial minority - 24% - maintain a special collection. About half of the respondents receive deposits from particular organisations, and these are sometimes separately kept from other publications of inter-

governmental organisations acquired in pursuit of domestic collecting policies.

2. The mechanical difficulties of collecting in this field come in for pointed and widespread comment. A great deal of this refers to the inadequacy of published indexes and catalogues and the difficulty in obtaining them, whether adequate or not. No less than 66% of respondents report one or other, or both of these deficiencies. They are hardly less positive about the difficulties of procurement, in lack of local agencies for ordering and purchase and in direct ordering from organisations themselves. Comment after comment calls for more and better information, more co-ordination and improvements in distribution and purchasing arrangements.

3. The collection of intergovernmental organisations' publications and documents, and the use of their information and indexing systems are library activities which would require a far more specialised survey to evaluate with any precision, taking in a rather different range of libraries. The co-operation of the intergovernmental agencies themselves would also be necessary to arrive at any firm conclusions. But so far as this survey goes, it must note that a surprising number of libraries voice dissatisfaction and readiness to propose improvements obviously based on experiences.

APPENDIX 1

INITIAL DISTRIBUTION OF QUESTIONNAIRE

	ENGLISH	FRENCH	SPANISH	RUSSIAN
Argentina			7	
Australia	21			
Bangladesh	3			
Barbados	3			
Belgium		8		
Botswana	3			
Brazil			12	
Bulgaria				6
Cameroun		2		
Canada	27			
Chile			4	
People's Republic of China	10			
Colombia			7	
Costa Rica			5	
Cuba			6	
Czechoslovakia				11
x Ecuador			10	
Egypt		12		
Ethiopia		4		
Federal Republic of Germany	12			
Fiji	3			
France		16		
German Democratic Republic	8			
Ghana	8			
Greece		7		
Guyana	4			
Hungary		9		
India	17			
Indonesia	5			
Iran	8			
Ireland	8			
Israel	6			
Italy		14		

	ENGLISH	FRANCH	SPANISH	RUSSIAN
Ivory Coast		4		
Jamaica	3			
Japan	14			
Jordan	5			
Kenya	8			
Kuwait	2			
Lesotho	1			
Libya		5		
Madagascar		5		
Malawi	3			
Malaysia	8			
Mauritius		5		
Mexico			12	
Morocco		5		
Mozambique			2	
Netherlands	9			
New Zealand	6			
Nigeria	14			
Pakistan	8			
Philippines	3			
Poland		7		
Romania				4
Saudi Araba		5		
Senegal		3		
Sierra Leone	2			
Singapore	3			
Spain			8	
Sri Lanka	6			
Sudan	4			
Sweden	7			
Tanzania	4			
Tunisia		2		
Turkey		6		
U.S.S.R.				25
U.K.	14			

	ENGLISH	FRENCH	SPANISH	RUSSIAN	
Venezuela			10		
Yugoslavia		9			
Zaire		3			
Zambia	3				
	273	131	83	46	= 533 TOTAL

SUPPLEMENTARY DISTRIBUTION

Argentina			7		
Belgium		8			
Ecuador			10		
Lesotho	1				
Libya		5			
Malawi	3				
Mauritius		5			
New Zealand	6				
Sierra Leone	2				
Sudan	4				
Yugoslavia		9			
	289	158	100	46	= 593 TOTAL

Number and Origin of Replies Analysed in Preliminary Study
(Total 143)

Country	0	1	2	3	4	5	6	7	A
Australia	15	1	5			7	1	1	
Austria	1				1				
Bangladesh	1	1							
Barbados	2	1				1			
Botswana	1	1							
Brazil	2			1			1		
Canada	14			4	2	7	1		
Chile	1	1							
Costa Rica	1				1				
Ciba	1				1				
Czechoslovakia	3	1			1	1			
France	12	1		2	2	2	5		
German Demo. Republic	1	1							
Fed.Republic of Germany	7	1	3	1		2			
Hungary	4	2		1			1		
India	1				1				
Indonesia	1	1							
Iran	1					1			
Ireland	4	1		1		2			
Israel	1	1							
Italy	2	1		1					
Ivory Coast	1	1							
Jamaica	2	1				1			
Japan	6			1	3	1	1		
Kenya	2				1		1		
Malaysia	3				1	2			
Mexico	1					1			
Morocco	2	1			1				
Netherlands	1				1				
Nigeria	4	1	2			1			
Pakistan	1						1		
Poland	3	1					2		
Senegal	1	1							
Singapore	2	1			1				

Country	0	1	2	3	4	5	6	7	A
Spain	4				1	3			
Sweden	4	1		1	1	1			
Tunisia	1	1							
Turkey	1	1							
United Kingdom	10	1		2	1	4	2		
U.S.A.	13	2	4			2	5		
Venezuela	1	1							
Zaire	1	1							
Zambia	3	1				1	1		
	143	31	14	15	20	40	22	1	

Key

Col. 0 : Number of respondents
" 1 : National Libraries
" 2 : State/provincial libraries, etc.
" 3 : Parliamentary/legislative libraries
" 4 : Administrative/institutional libraries
" 5 : University/academic libraries
" 6 : Public libraries
" 7 : Technical/scientific libraries

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I F L A COUNCIL 1982 :

DIVISION :

SECTION: Official Publications.

LIBYAN OFFICIAL PUBLICATIONS

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LIBYAN OFFICIAL PUBLICATIONS

Governments in general publish all types of documents to communicate their services and achievements to their citizens first, and then to other nations of the world as a kind of cultural exchanges. Naturally, Governments try to win the confidence of their publics making use of all the known channels of communication like Government publications to translate their achievements and deeds into words, then distribute them to the publics. This is what is called Government publicity. In this respect more head stated that governments publish in order to establish and validate their existence.(1) This is a dissemination of a symbolic evidence of their claim to legitimacy . Publications have been the instruments used by all administrations, old and modern since they are an effective means of communication.

Libyan understanding of official publications:

At the beginning of the Independence, Libya was a Federation of three states: Tripoli, Fazzan and Cyrenaica. Each one of these States had its provencial government and constitution. According to the official gazettes (2) of these states, the term official means:

"Whatever is included in the official gazette and/or licensed by the governments, or broadcast through their radio transmissions like laws and regulations, announcements published or broadcast by the government agreement, or announcements permissable by law to be published or broadcast".

(.....2/-)

The above quotation includes legal understanding which indicates whatever permitted by law to be published like, announcements, orders, regulations, laws, decrees and legislations.

During the period of the British occupation of Libya, the First legislative brochure published the Tripoli official Gazette" Jareedat - TRABULUS Al Rasmiyah". (3) In this respect, the term announcement means: "any announcement imanates from the Commander in Chief or by his orders and it includes the orders, regulations, directions, public brochures and similar items." This quotation may indicate that anything published by the British Administration authorities, and / or occupation authorities is considered official document.

Accordingly, the understanding of the official publications in Libyan can be summarized as any item or documents that includes whatever is published like laws, legislations, and public brochures, from all the three states in the Union: Tripoli, Fazzan and Cyrenaica. During the British Administration, the great majority of the publications were issued to report laws, legislations, and announcements which imanated from the British Commander in Chief or on his behalf.

Depending upon the laws of publishing and the summary of the above discussion, one can conclude that, "Official documents are publications issued by the state or by its orders, or whatever is published by the Ministries and their dependent departments, agents and institutions. In addition to other organizations and institutions related to them, whatever, the nature of these publications is, whether periodicals, or semiperiodicals, or non-periodicals at all, provided that these documents are made available to the public through purchase or free distribution.

(.....3/-)

These documents cover all types of records like, diagrams, illustrations, photoes, writings and similar printed items as long as they are made available to the public in one way or another.

Depending upon the above definition and specially my understanding of the Libyan literature as a long term Librarian, I can concluded that the term of official publications covers the following categories:

1. All the proceedings of "the popular Congress", from the local ones to the "General people's Congress".

2. Publications of all the departments whose aims are managing and regulating public affairs both internal as well as external affairs.

3. Publications of the professional organizations whose official functions are obvious.

4. Administrative papers, reports, serials, bibliographies, statistics, bodies of law, hand-books, decisions of the courts of Justice, and a variety of instructions imanating from all official departments and meant for regulating people's daily life. This category may include different scientific treatises as the state initiates, manages and maintains these research centres in almost all fields of knowledge. These are not for commercial purposes but for building public concerns like industry, agriculture, and social as well as cultural institutions and services. These categories of official documents constitute a sizeable library representing almost every field of human knowledge and endeavor.(4)

A study of the retrospective bibliography which includes the issues of the period, 1951 to 1971, shows that government publications make the highest percentage among all other types of literary products in the country.

(.....4/-)

This proves that the consequtive governments in Libya were the country largest publishers through that period. During those decades, all the private publishers issued 536 titles in addition to 117 titles of school texts, while government publications numbered 1164 titles all in Arabic language.

This has been a quantitative difference between the government publications and the privately published ones. In addition to this, there are qualitative differences, like social, economical, cultural, and political between publications of pre 1969 and those of post 1969. Therefore, I find it necessary to re-arrange the contents of the national bibliography for those periods, with the contents of the first appendex which includes books in foreign languages, and the contents of the subsequent issues of the national bibliography. Through some research, it was possible to verify and provide the missing bibliographic data like dates of publication. In this way, it was possible to cumulate carefully the known items published during the two periods.

Thus, I finished with a cumulation of government publications issued during 1951 - 1969. All those citations were organized according to the names of the issuing agencies so that it could be decided that which of the government agencies issued the highest percentage of publications, and tanle-2 - shows this. At the same time, it was possible to find the ratio of the government publications to the commercially printed ones issued during the same period, and table - 1 - shows this. Moreover, it was possible to re-organize all these government publications by subject, and table - 3 - shows this arrangement.

(.....5/-)

Table - 1. Indicating the percentage of the Government publication in relation to non-Government publications issued during 1951 - 1969.

Types pf publications.	Number.	Percentage.
Publications issued by Universities and commercial publishers.	409	% 31.51
Government Publications.	841	% 64.71
School text books.	048	% 03.78
TOTAL.	1298	% 100

(.....6/-)

Table - 2 - Indicating Government agencies and the number of items they published during the period 1951-1969.

Name of Government agencies and Departments.	No. of publications.
1. Ministry of Planning and Development.	168
2. Ministry of Education.	144
3. Ministry of Agriculture, Land Reform and Animal Product.	079
4. Ministry of Information.	046
5. Ministry of Industry and Minirals.	038
6. Ministry of Internal Affairs.	032
7. Ministry of Petroleum.	028
8. Ministry of Public Hygiene.	029
9. Ministry of Justice.	026
10. Ministry of Labour and Social Affairs.	024
11. Ministry of Finance.	023
12. Ministry of Economic.	021
13. Ministry of Civil Service.	021
14. Ministry of External Affairs.	014
15. Ministry of Municipalities.	014
16. Ministry of Tourism.	011
17. Ministry of Housing.	011
18. Ministry of Electricity.	011
19. Ministry of Defence.	010
20. Ministry of Youth and Physical Education.	009
21. Ministry of Transportations.	008
22. Legislative Agencies.	037
23. Public Institutions.	039
24. Banks.	031
25. Municipalities.	009
26. Chambers of Commerce.	004
27. Prime Minister's office.	002
T O T A L.	889

(.....7/-)

Table - 3 - Indicating Government publications, other than school text books, distributed by subject, and covering the period 1951 - 1969.

Serial No.	Subjects.	In Arabic.	In Foreign Languages.	Total.
1.	Generalia.	005	-	005
2.	Philosophy and Psychology.	-	-	-
3.	Relegions.	009	-	009
4.	Social Sciences.	450	067	517
5.	Linguistics.	-	-	-
6.	Pure Sciences.	001	-	001
7.	Technology.	093	007	100
8.	Fine Arts.	170	-	170
9.	Literature.	001	-	001
10.	History, Geography and Biography.	023	015	038
	T O T A L.	752	089	841

(.....8/-)

Subject contents of official publications.

The bulk of the publications issued by the Ministries and their subsidiary departments, were in Social sciences. This is a natural consequence because Governments publish mainly in this area like, laws, regulations and everything that serves their policies, as they try to promote their idealogies among the citizens. On the whole, this is the main characteristics of Government publications not only in Libya, but also in other countries of the world and specially in the developing countries.

A study of the national bibliographies in: Kewaite, Tunisia, Iraq and Kenya provides the necessary proof for the above assumption. This is one of the conclusions this study was able to find out. Thereofe, this study has finished with the following rules.

1. Social sciences are dominant in government publications of all the countries of the third world.

2. The increase of government publications are a noted trait in all developed countries and this increase is something irrelevant relatively to the type of its ideology and itsnature. It is a symptom of the modern government whether it is a revolutionary or reactionary regime, i.e.this fact is not related to the nature or type of the government political or social system.

As a conclusion, the writer can mention following observations on the state of the bibliographic control of the Libyan Government publications.

1. There is no specially organized bibliographic tool to report or cover all the official publications in Libya, and no government department has suggested such a tool so far. This is a serious gap in the Libyan bibliographic control. Therefore, the writer has been currently preparing and comulating a retrospective bibliography through a field work surveying the available card catalogs as well as studying

the records of all the issuing government agencies and departments which have issued official publications.

2. The current Libyan Arab Bibliography has assigned a section for government documents, but this can't be a complete bibliographic tool since the National Bibliography is not a depository agency, and it reports whatever it can get.

3. This poor bibliographic situation is badly in need of a depository law which has to include an item stating that all government agencies should deposit a number of copies of whatever they publish with the Libyan Arab Bibliography otherwise, the country will never have a complete bibliographic control tool of official documents.

4. The writer is facing great difficulty in cumulating his retrospective bibliography mentioned in number one. This difficulty is mainly because the available care catalogs are not complete, in the absence of a depository law. In addition to this problem, no Library in the country built a separate collection of the Libyan government publications.

Finally, Libyan librarians are probably like their colleagues in numerous other countries do not realize the information value of these authentic and official documents.

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IFLA Council 1982
Division: Collections and Services
Section: Official Publications

146/OP/5-E
149-CS

Bringing U.S. Government Publications Into the Mainstream of Library Cataloging Systems

by

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Introduction

Government documents produced by United States Federal, State and local Governments, until recently have not been a part of the mainstream of library cataloging systems. Quite the opposite is true. Documents experts preferred that documents be cataloged in systems and with rules tailored to the pecularities of documents. I believe that is still true. Documents librarians and users have given up special treatment in order to assure that documents will be a part of the library's catalogs and therefore more accessible to the users.

Documents users have been largely dependent upon Government agencies to produce catalogs or lists of their documents. My paper will discuss the evolution, or as some feel the revolution in the area of the bibliographic control of U.S. Federal documents.

Several Federal agencies are responsible for the bibliographic control of U.S. Federal documents. These agencies include the National Technical Information Service, ERIC and the Superintendent of Documents. I will concentrate on the reasons and events which led to the dramatic changes in the way the Superintendent of Documents staff catalogs documents.

The changes include a change in descriptive cataloging rules from Superintendent of Document to AACR, a change from keyword to

the Library of Congress subject headings, a change in production systems from manual to a MARC based computer system, an increase in the number of indexes. Other changes include joining the Ohio College Library Center, Fedlink (Federal Library Committee's network which is a part of OCLC), cooperative cataloging programs with the Library of Congress, National Audiovisual Center and the Library of Congress' Map and Geography Department. The most important change is that Superintendent of Documents cataloging changed from a specialized product which existed in and of itself to a product which can be incorporated into library cataloging data bases all over the World.

Problems for Users of Documents Bibliographic Cataloging Services

Those librarians who wished to incorporate information about Government documents in their library catalogs faced many problems.

Problems with the Library of Congress Cataloging

The Library of Congress cataloged and assigned the Library of Congress and Dewey classification numbers to about 3000 Federal titles per year out of an estimated 40 to 70 thousand titles produced by the Federal Government per year.

If a title was cataloged by the Library of Congress, it was often hard to find in the National Union Catalog because of choice of main entry. It was difficult to determine ahead of time

whether the title would be cataloged under Government Agency, contractor, title, or personal author. In too many instances if a Library of Congress order card number was found, it was impossible to obtain the card number because even though the Library of Congress had preassigned an order card number, they had not actually cataloged the document.

In 1972, I did a study of some 100 Environmental Protection Agency documents, which had been assigned the Library of Congress order card numbers. I had waited, in some cases, up to 2 years for cataloging copy. I sent the list of documents to Bill Welsh, then Head of the Library of Congress Processing Department to find out what had happened to the cataloging. It was discovered that in many cases, it had been decided not to catalog the document or the document had been lost. Bill Welsh decided to reorganize the procedures for the selection and processing of Federal documents and cease the practice of preassigning the Library of Congress order card numbers.

Another problem was not having the Superintendent of Documents classification number on the the Library of Congress catalog card. The American Library Association, Social Responsibilities Round Table, Task Force on CIP asked the Library of Congress to include the number. In 1972 Sumner Spaulding, Head of Descriptive Cataloging at the Library of Congress wrote to tell me as chair

of this group,that the Superintendent of Documents class number would be included.

Reference librarians complained becausethe Library of Congress did not include enough information about the document in the cataloging record, eq. contractors, sponsoring Government agencies, contract number, Superintendent of Documents sales stock numbers, NTIS class numbers, names of researchers, name of the actual Government publishers.

Problems with Superintendent of Documents Cataloging

The Superintendent of Documents did not escape criticism about the cataloging they produced for the Monthly Catalog of United States Government Publications. At a February 1973 meeting of the new Government Documents Round Table, the following statment was compiled and presented to the Superintendent of Documents and the Public Printer at the meeting of the Advisory Committee to the Public Printer.

"Document librarians are generally dissatisfied with the Monthly Catalog and other bibliographical tools provided by the Superintendent of Documents. Improvements are urgently needed in order for librarians and the general public to gain access to the wealth of materials in government documents. This is particularly true since many depositories do not fully catalog government documents and depend on the Monthly Catalog and other printed

indexes for access to the collection by subject, title, and personal author.

"The following complaints and suggestions have been received from government documents librarians:

"1. Lack of timeliness. There is generally a 2-3 months delay between the time a publication is available and receipt of the Monthly Catalog in which it is listed and indexed. This is an added handicap for the many non-depository libraries which depend on the Monthly Catalog to learn about the availability of new government publications. . . . Many publications listed in the Monthly Catalog are not sales items and are available only from the issuing agency. By the time, the library receives the Monthly Catalog, the supply for these publications may be exhausted.

"2. Delay in arrival of the cumulative December issue. The December issue with the cumulative annual index is usually not published until late February. The December 1971 issue was not received until March 1972. It is recommended that the annual index be issued separately to insure earlier receipt of the publications listings which are also used for order information.

"3. More entries are needed in the index for personal authors, corporate authors, committee chairman, titles, and popular names of reports and documents. Often the patron may know only the name of the personal author or popular title of a document.

"4. Indexing is not consistent, and appears to be more title oriented than subject oriented. It is not apparent whether a thesaurus of subject headings is used. If it is not, such a thesaurus should be prepared and published and kept up to date similar to the LC List of Subject Headings. An authority list of corporate authors should also be prepared and maintained, and made available to libraries. The criteria handbook of cataloging rules and guidelines used by indexers should be made available to libraries. As far as possible, subject headings should be consistent with the Library of Congress practice, and the thesaurus should include 'see also' cross references and headings which are not used.

"5. Some subject headings such as 'banks and banking', 'commerce', and 'education' are too broad and should be refined to reduce obscurity of entries.

"6. There are insufficient cumulations of the index. In many cases one must search month by month through the current year, then year by year to the latest decennial index (1951-1960). It is recommended that in addition to the annual index that a six months' cumulative index be provided, and that in addition to the decennial index, a cumulated index be prepared every five years. The last decennial index for 1951-1960 was not published until 1968. It was hoped that the decennial index for the period 1961-1970 would be published more expeditiously. However, it was

recently learned that instead a quinquennial index was planned for the period 1961-1965 and after over 7 years it has not yet been published. A cumulative index for the entire period of publication of the Monthly Catalog is needed. . . .

"7. Since many serials, mainly of a periodical nature are listed only once in the February issue, there is often no record of the number of issues actually published during the preceding year in the Monthly Catalog. Also, when there is a change of classification number, title, and/or author there is no entry for the effective date of change to indicate which issues are published under the old or new title, class number or author.

"8. Some publications which are issued in a numbered series are not listed. Other publications which are also furnished to depositories are not listed in the Monthly Catalog.

"9. There is a delay in listing non-GPO publications distributed by the Documents Expediting Project. Some of the publications are never listed in the Monthly Catalog. . . .

"10. More non-GPO publications should be listed. The law on public printing requires that issuing agencies furnish the Superintendent of Documents a copy of such non-GPO publications which are not classified for security reasons in order that they can be indexed in the Monthly Catalog (44 U.S.C. 1710). This law should be enforced. . . .

"11. There appears to be a lack of coordination between reporting and indexing in the Monthly Catalog and the indexes for technical report literature. The criteria for inclusion in each of these indexes should be developed, if not already done so, and announced to the public. This should prevent unnecessary duplication and aid the public in knowing which index to consult for a particular type of publication or subject." (1)

"Between February 1974 and October 1975 the Depository Library Council to the Public Printer made a number of recommendations to improve the Monthly Catalog.

"1. Recommended that all informational material produced at the expense of the government should be brought under bibliographic control. In order to accomplish this and make it possible for government publications to be part of the international bibliographic control system, DLC recommended that Superintendent of Documents do the cataloging for all federal documents in the MARC format and issue these MARC computer tapes as part of the MARC program.

"Production of the Monthly Catalog using the MARC format should be done in such a way that networks or libraries can subscribe to and use the tapes, and the cataloging should:

"a. Be useful to all.

"b. Observe standards.

"1) MARC format (not just "compatible").

"2) Cataloging rules.

"3) Filing rules.

"c. Have quality control (e.g., only one entry for the same item or, in the case of retrospective data, identify as the same with variations identified).

"2. A divided index be included in the Monthly Catalog and improvements be made, as follows:

"a. Author Index:

"1. Personal author. Expand this to include up to two personal authors, translators, actual authors of translated works, committee chairmen, editors, directors and producers of audio-visual material.

"2. Corporate author. Have separate listing for main agency and sub-agency (e.g. Library of Congress and Coyright Office).

"b. Subject index: Acquire a cumulated thesaurus of terms, keywords, subjects used in past and present. Make it available to depositories. Include adequate cross references.

"c. Title index: Cite titles consistently as they appear on the title page or cover. For monographs, include title and

subtitle and popular names. For series, include title and subtitle.

"d. Accession numbers index (new): List Superintendent of Documents numbers with cross references to stock numbers, and vice versa.

"e. Separate the Monthly Catalog into two sections: Listings (cumulated annually) and Index (cumulated monthly).

"3. ISBN (numbers) be used instead of the Government Printing Office stock numbers. (2)

"The Assistant Public Printer (Superintendent of Documents) responded in March, 1975, as follows:

"1) MARC format: We are looking into the possibility of using MARC format and joining FLECC (Federal Libraries Experimental Cooperative Cataloging.)

"ISBN (numbers): Once the order processing function is mechanized, the use of ISBN numbers will be considered.

"Author index: We will follow the guidelines of the Federal Library Committee when we go to MARC format and will include more personal authors. Consideration will be given to future expansion. . . . We need to study the cost. . . .

"Thesaurus: This is not on the computer, but, if we ever put it in the computer, we will consider printing it.

"Subject index: We are revising the Superintendent of Documents subject authority list to make subjects and cross references more consistent.

"Title index: We will continue to cite titles and subtitles of series and monographs.

"Accession number index: Additional indexes will be considered when we implement the guidelines for MARC format."

By October of 1975, Superintendent of Documents had joined OCLC and received the first terminal. The Federal Library Committee helped smooth GPO's entrance into OCLC by helping the Government Printing Office acquire sufficient terminals and by obtaining MARC tags for the the Government Printing Office stock number and item number.

By February of 1976, Supintendent of Documents Catalogers were inputting records into OCLC.

The Government Documents Round Table and the Depository Library Council continued to make input to the Government Printing Office as to how the Monthly Catalog data should be handled. The Depository Library Council sponsored two meetings in cooperation with the Hangups on Government Information Committee

in December of 1975 and April of 1976 to make recommendations. They said the basic uses of the Monthly Catalog are as a search tool and an acquisitions tool. They made the following specific suggestions about the elements that should be included.

"(5) These elements were named as essential in the Monthly Catalog.

"As an acquisitions tool, it should include in each record--

"(a) Basic bibliographic information (as in MARC II)

"(b) Availability information.

"(c) Identification as a depository item, with number.

"(d) Identification as a sales item, with price.

"(e) Cataloging authority.

"(f) Superintendent of Documents classification number.

"(g) Library of Congress and Dewey numbers, ISBN.

"(h) Federal stock number.

"(i) Paper copy or microfiche.

"(j) Report series number or other identification number.

"As a search tool, it should include in each record--

"(a) Library of Congress headings.

"(b) Specialized thesaurus terms oriented to originator.

"(c) KWIC or augmented KWOC indexing.

"(d) Even if the indexing is simplified in individual issues of the Monthly Catalog, in-depth indexing should be included in the data base for machine searches and should appear in an annual printed cumulation." (3)

The New Monthly Catalog

The first printed version of the new Monthly Catalog appeared in July of 1976, cataloging was done according to AACRI, in the MARC format and used the Library of Congress subject headings. It had 5 indexes, author, title, subject, report/series, and stock number The register or entry part of the catalog was in order by the Superintendent of Documents class number. The cataloging records were arranged in two columns in block form, much like a catalog card so the records could be photocopied and used as a catalog card. There was an OCLC entry number for each record which enabled the searcher to easily call up the record in the OCLC data base, so a library could add it's holding code, and generate a catalog tape or catalog card.

In April of 1977, the Library of Congress began distributing the Monthly Catalog records in the MARC II format. The Joint

Committee on Printing, the Superintendent of Documents and the Library of Congress agreed that the Library of Congress Cataloging Distribution Service should sell the tapes because they were already in the business of marketing cataloging data and had the ability to prepare the tapes for use by libraries and networks. Since that time many libraries, library networks and commercial data service companies have bought the tapes and made the Monthly Catalog data avilable on-line. These include Washington Library Network, BRS, and Lockheed Dialog.

The Library of Congress complimented the more complete coverage of the Monthly Catalog by announcing in June of 1977 that the Non-GPO Imprints Received On the Library of Congress: A Selective Checklist would cease publication with the 1975 issue. They said that "The publication was becoming increasingly redundant as the GPO's Monthly Catalog of U.S. Publications broadened its scope to cover virtually the entire range of non-GPO publications. The Exchange and Gift Division is cooperating in GPO's drive for full coverage by continuing to forward copies of non-GPO items it receives to the editors of thelosMonthly Catalog." (4)

LC/GPO Cataloging Cooperation

In May of 1977, Joseph Howard, Director of the Processing Department at the Library of Congress proposed to the Council on Library Resources that CLR fund a Library of Congress/Government

Printing Office project to compile a machine-readable data base of name authorities needed for cataloging U.S. Government publications. Joe used the following argument to CLR for supporting the project.

"The Joint Committee on Printing of the U.S. Congress has indicated its concern over the extensive duplication of effort among government agencies which produce and disseminate publications, or bibliographic data about them. It was suggested in 1976 that the Library of Congress and the Government Printing Office should make an effort to coordinate their cataloging activities so as to achieve, with the least possible duplication of work, the aims of broadening cataloging coverage of all U.S. government publications, improving the quality and currency of cataloging data, and distributing this information promptly and efficiently to the library and information community. After a series of informal discussions on cooperation, the Government Printing Office and the Library of Congress hope that eventually the two agencies can arrive at an interactive system whereby the Government Printing Office will assume complete responsibility for identifying and acquiring all U.S. government publications, and for their complete descriptive cataloging including responsibility for form and choice of entry for all U.S. government name headings. The Library of Congress' role would be to maintain the general authority systems for names and subjects; coordinate the assignment of the Library of Congress catalog card

numbers and ISSN's to bibliographic records; enrich the cataloging record with the Library of Congress and Decimal classification numbers, the Library of Congress subject headings, and other data required for the Library of Congress' own bibliographic system; ensure the quality of keyboard input; and distribute the bibliographic data to outside users in card form, on machine-readable tape and in other appropriate ways. The Library of Congress and the Government Printing Office would be linked computer to computer for on-line access, update and exchange of bibliographic and authority file information."

"As an important step toward sharing the work of cataloging U.S. government publications, the Library of Congress's Processing Department and Government Printing Office's Classification and Cataloging Branch feel that among the first priorities should be an intensive program to: 1) coordinate the establishment, authentication, and conversion to machine-readable form of all new name authorities needed by the Government Printing Office for the current cataloging done for the Monthly Catalog, whether government, other corporate or personal; as resources permit, 2) put into the automated name authority data base the Government Printing Office's retrospective file of 'live' names being used for current imprints of U.S. government agencies; and 3) convert any other names needed by the Government Printing Office which are represented by records in the MARC bibliographic file, and finally 4) convert all other non-MARC

reptrospective U.S. government headings for the eventual compilation of historical union catalogs, lists, bibliographies, etc., of U.S. government publications.

"A coordinating unit will be set up in the Descriptive Cataloging Division." (5)

CLR did fund the project and through May of 1980, the Government Printing Office sent the Library of Congress over 14,592 headings. The Library of Congress unit called the Name Authority Co-Op (or NACO) became an independent unit within addition to its head, the Coordinator of Cooperative Cataloging Projects, two full-time senior catalogers and a full time aide.

The procedures for the exchange of information are as follows: the Government Printing Office catalogers complete a name authority worksheet for each new heading needed. After review by the Government Printing Office coordinator, it is forwarded to the Library of Congress where the heading is searched against the Library of Congress' name authority data base. A 3 x 5 card containing the heading in its final form is returned to the Government Printing Office for use in its files until the printed authority card and cross references are produced (6-12 weeks). At the Library of Congress, the worksheet is forwarded from the Descriptive Cataloging Division to the MARC Editorial Division where the information is put into machine readable format; tapes are produced; the tapes are sent to the Cataloging Distribution

Service and the printed cards are produced. Cataloging Distribution Service markets the tapes of the automated name authority file along with its other products, and these headings and any associated references appear in these.

Between June 28 and Agust 13, 1982 Supt/Doc catalogers have established: 1475 Name Authority Records, Personal Author 828, Corporate Author 622, Series Authority 25.

GPO/National Audiovisual Center Cooperative Cataloging

Beginning in September of 1980, the Joint Committee on Printing sponsored a series of meetings between the Government Printing Office, the Library of Congress and the National Audiovisual Center to work out a cooperative cataloging program. Effective October 1, 1981, the Government Printing Office, the Library of Congress and NAC agreed to cooperate and catalog all the material distributed by NAC.

The National Audiovisual Center submits data sheets for its material to the Library of Congress. The Library of Congress searches the material in its data bases, does preliminary cataloging on the material, and forwards a copy of the data sheet to the Government Printing Office. The Government Printing Office catalogs the material via OCLC, and the catalog record appears in the Monthly Catalog of United States Government Publications. The Library of Congress obtains a copy of the cataloging from OCLC

and provides subject headings as well as Library of Congress and decimal classification numbers. The record is keyed into the MARC data base. Printed cards are available from the Library of Congress' Cataloging Distribution Service.

In preparation for this cooperative arrangement, a cataloger from the Government Printing Office spent two weeks at the Library of Congress undergoing training in the Audiovisual Section of the Special Materials Cataloging Division.

GPO/LC Geography and Maps Cooperative Cataloging

Discussions on cooperative cataloging of maps were held by the Government Printing Office and the Library of Congress after it was suggested by the Joint Committee on Printing. Two map catalogers at the Government Printing Office have spent some time at the Library of Congress in the maps cataloging area learning the Library of Congress' procedures.

The Library of Congress and the Government Printing Office agreed that when the Government Printing Office catalog maps, the Government Printing Office would send the OCLC numbers to the Library of Congress, so the Library of Congress could retrieve the record in OCLC and put the cataloging record in the Library of Congress map cataloging system.

GPO/Federal Libraries and Federal Cataloging Centers Cooperative Cataloging

The long range goal of the Joint Committee on Printing, Superintendent of Documents and the Library of Congress is to have a shared cataloging program with other Federal libraries and Federal Cataloging Centers. An experimental project between the Government Printing Office and three Federal libraries was undertaken in 1977-1978. The goal of this project was to increase the number of publications the Government Printing Office received from other agencies, to increase the cataloging of these documents by the originating agencies, and to further the concept of uniform cataloging for Federal documents. The project was a success in that it showed that Federal agencies are willing to cooperate. It was decided to stop the project and resume it after the Library of Congress and the Government Printing Office cooperative project was fully operational and after agreement had been reached on how AACR was going to be interpreted by the Library of Congress and the Government Printing Office.

The Joint Committee on Printing has encouraged other Federal Cataloging Agencies such as NTIS, ERIC, Defense Technical Information Center and Department of Energy, Technical Information Center to work with the Governent Printing Office and the Library of Congress in cooperative cataloging. As a result of the JCP's position, the wishes of the library community, and the

need of the Scientific and Technical agencies to standardize their input into NTIS, NTIS contracted with Madeline Henderson to produce a Data Element Dictionary to compare the necessary bibliographic data elements in the records of DOE, DTIC, NASA, NTIS and GPO. This information will help these agencies work out a way to eliminate duplicate cataloging and to share data unique to each agency. For example each agency could be responsible for supplying their own special numbers and availability information.

Anglo American Cataloging Rules

Cooperative cataloging can not work unless all parties are in agreement as to what cataloging rules are going to be used and how those rules are going to be interpreted. The biggest stumbling block to cooperative cataloging between scientific agencies and the Government Printing Office is the difference between AACR 2 and COSATI rules. After the Data Element Dictionary is completed the agencies will be able to discuss what changes will have to be made on ech side to come to agreement.

The Government Printing Office and the Library of Congress have arrived at a common interpretation of AACR 2. This agreement is the result of many meetings held between the Library of Congress, the Government Printing Office, the Joint Committee on Printing, Federal Library Committee and the Godort Documents Catalog Manual Committee. A number of rule interpretations issued

by the Library of Congress have been developed in cooperation with this group.

In order to provide guidance to other libraries' cataloging Federal documents, it was agreed by this group that a manual on cataloging documents is essential. Godort agreed to produce such a manual and established a committee to write it. The committee is composed of representatives from LC, GPO, FLC, JPC, NTIS, Federal libraries, Library of Congress Geography and Map Division, NAC and Godort. The manual will be completed early next year. It is presently being carefully reviewed by Ben Tucker, head of the Descriptive Cataloging Policy Office at the Library of Congress.

Recent Actions to Improve the Monthly Catalog Data Base

Superintendent of Documents Classification Number Search Key

Reference librarians and others who use the Monthly Catalog on-line in OCLC and other similar systems wanted to be able to access the data by the Superintendent of Documents classification number. OCLC, WLN, Lockheed Dialog and others have developed search keys to provide this service. Librarians also wanted assurances that the Superintendent of Documents classification number was accurate. Therefore OCLC gave the Government Printing Office the right to modify the Superintendent of Documents classification number in the data base to make sure that it is

the authorative number. OCLC has also given the Government Printing Office the right to use the master mode so any Federal documents record could be modified to reflect the Library of Congress/Government Printing Office standards.

Government Printing Office Cataloging Contract

In November of 1980, the Superintendent of Documents asked the Joint Committee on Printing for approval to contract for cataloging support for two years in order to eliminate the backlog. He gave the following reasons for the increased workload, 1) "cataloging volume has expanded greatly as a result of our capturing more and more Government documents" 2) "the cataloging process has become increasingly more complex with the time required to catalog a document more than doubling since we started using the Library of Congress MARC format and AACR."

He went on to say: "I have authorized the Assistant Public Printer (Superintendent of Documents) to hire additional professional librarians (catalogers) as soon as possible. However, there is a training period involved before they become experienced and fully productive. For this reason, and due to expected increases in volume, commercial support will also be required for a least the next two fiscal years. Attached is a projection of our cataloging workload through Fiscal Year 1982. With a contract for cataloging approximately 19,000 publications each year for two years and the additional in-house personnel, it

should be possible to eliminate the backlog. Hopefully by that time we will be able to keep pace in-house through acquisition of a local on-line cataloging capability that will allow increased productivity and provide a means for shared cataloging with other Federal agencies."

CATALOGING PROJECTION FY 1981

Anticipated Cataloging Workload	
Hardcopy backlog	7,500
Microfiche backlog	8,000
Regular Input	38,800
New microfiche input	9,400
TOTAL	63,700
Anticipated In-Hopuse Output	
Present Staff	23,400
Additional Staff	30,400
TOTAL	63,700
In-House Shortfall	33,300
Proposed Output With Contact	
In-House	30,400
Contactor	19,000
TOTAL	49,400
Backlog at End of Year	14,300

CATALOGING PROJECTION FY 1982

Anticipated Cataloging Workload	
Hardcopy backlog	14,300
Regular input	42,300
New microfiche input	9,417
TOTAL	66,017
Anticipated In-House Output	46,900
In-House Shortfall	19,117
Proposed Output with Contract	

In-house	46,900
Contractor	19,117
TOTAL	66,017

Backlog of End of Year 0 (6)

Since that time the cataloging contract has been awarded and the contract began supplying cataloging records to the Government Printing Office in October of 1981. From October, 1981 through May 1982 the contractor completed 7984 records.

The Government Printing Office is now employing "22 catalogers who spend approximately 40% of their workday cataloging and remainder on authority work, revision of both Government Printing Office and contractor cataloging and other activities. There are three cataloging supervisors . . . The contractor employs 6 catalogers." (7) Between July 5 and August 13 of 1982 Government Printing Office catalogers have produced 1799 records and the contractor 1791 records. Remember that Government Printing Office catalogers must review every contractor record to make sure it meets Library of Congress/Government Printing Office standards. The contractor does input the final approved record into OCLC, which has made it possible for the Government Printing Office to avoid hiring additional inputters.

Provision of Special Catalogs from MC Data Base

It is possible with the Monthly Catalog up in a computer data base to generate special catalogs on tape, microfiche or paper. For example, in 1978 HEW decided that the Monthly Catalog gave

45% better coverage of HEW publications than any other bibliographic tool, including its own 30 catalogs. HEW contracted with the Government Printing Office to produce a mini-catalog of HEW publications. The Government Printing Office produces an updated verion for HEW (now HHS), each year.

Future Plans for Improving the Monthly Catalog Data Base

The present Monthly Catalog system is called MOCAT. The Government Printing Office and the Joint Committee on Printing are working on a proposed new cataloging system, which will be called CATS. The new system would be an in-house system. The finished data would be provided to all cataloging networks and libraries at the same time. The new system would make it possible for the Government Printing Office to provide on-line access to Federal libraries and Federal cataloging agencies so a cooperative cataloging program would be more easily achieved. The Government printing Office has looked at various software includig the Library of Congress' MUMS and the Washington Library Network. Sometime in 1983 the Government Printing Office expects to present a plan to the Joint Committee on Printing for approval.

Following is a brief chart which outlines the present and proposed systems.

CATALOGING SYSTEM (CATS)

GOVERNMENT PRINTING OFFICE

CURRENT MONTHLY CATALOG SYSTEM (MOCAT)

1. Data entered into OCLC data base using remote terminals.

2. Large percentage of cataloging performed on-line by professional catalogers.

3. Tapes of data entered into OCLC received each week at Government Printing Office.

4. 4 - 5 tapes containing 2200 - 2500 records are consolidated, producing a single tape in SAMANTHA (System for the Automated Management of Text from a Hierachical Arrangement) format.

5. Consolidated tapes sent to the Library of Congress Cataloging Distribution Service.

6. Catalog entries and index listings are proofed and corrected as necessary.

7. Updated SAMANTHA tape run through Master Typography Program (MTP) to produce Monthly Catalog negatives.

8. Negatives are proofed and corrected, and copies of the Monthly Catalog are printed and distributed.

PROPOSED CATALOGING SYSTEM (CATS) - Requirements/Capabilities;

1. Create local Monthly Catalog data base.

2. Create local Save File for temporary record storage.

3. Allow for totally on-line cataloging/editing (approximately 23 remote terminals).

4. Provide capability to transmit entire catalog record to OCLC and others.

5. Provide retrieval from Monthly Catalog data base by Superintendent of Documents Classification Number.

6. Automate personal and corporate name and series title authority files, providing for on-line update and retrieval, and automatic entry verification.

7. Provide local terminal header file maintenance (batch update).

8. Provide on-line daily edit and monthly proof correction capability.

9. Provide for data entry and access to above files plus PRF/STAIRS from same terminals.

10. Provide consolidated tape of Monthly Catalog entries for input into existing Monthly Catalog System.

11. Provide capability for on-line access to Monthly Catalog data base to the Federal Library Community.

Conclusion

I believe that the library community did a good job in convincing Government agencies to implement suggested improvement in the bibliographic control of Federal publications. These agencies have made a real effort to be responsive to the needs of their users. The system still does not respond to all the needs of the users and needs improvement in the areas of formulation of names of corporate bodies, agreement on cataloging rules between traditional catalogers and documents specialists, and elimination of duplication of effort between scientific and technical agencies and the Government Printing Office and the Library of Congress. but a lot has been accomplished in less than 10 years. Hopefully we will accomplish as much in the next 10 years.

Footnotes

1. "A Compilation of Suggestions and Recommendations Made by Members of the ALA Government Documents Round Table to the Superintendent of Documents" February 5, 1973. Printed in Documents to the People, Vol. 1, Number 3, May 1973.

2. "Bibliographic Control Committee Report" in Depository Library Council First Report to the Public Printer, 1972-1976. September 30, 1976 pp. 22-27.

3. Depository Library Council First Report to the Public Printer 1972-1976, September 30, 1976. p. 68

4. Library of Congress Information Bulletin, June 1977.

5. "Proposal to the Council on Library Resources, Inc. Automating Name Authority Files" submitted by Joseph H. Howard, Director of Processing Department, Library of Congress, May 2, 1977.

6. "Letter from Carl LaBarre, Superintendent of Documents to Augustus Hawkins, Acting Chairman of the Joint Committee on Printing" November 3, 1980.

7. "Letter from Raymond Mason Taylor, Superintendent of Documents to Thomas Kleis, Staff Director of the Joint Committee on Printig" July 8, 1982.